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HOUSING & URBAN DEVELOPMENT DEPARTMENT

ORDER

The 27th June, 2016

No.15476-TP-Dev-(M)-9/2016/HUD.— In continuation to this Department Order No.13115/HUD., dated the 31st May, 2016, the following procedures for inspection and submission of the requisite document for issue of No Objection Certificate by the Public Agencies for consideration of applications for permission regarding undertaking development under section 16 and grant of occupancy certificate under section 20A of the Odisha Development Authorities Act, 1982 shall be adopted by all the Development Authorities of the State.

1. Low Risk Building to be constructed on a plot, which is part of the layout approved by the Authority under section 16 of the O.D.A. Act, 1982 or developed and allotted by the Government or Statutory Bodies or is a final plot in Town Planning Scheme or Development schemes, with a size not more than 500 square meters and with height not more than 10 meters without a basement, shall not require prior written permission of the Authority.

2. (1) Applications for permission for development of other than Low Risk Building or Layout or change of use of land/building under section 16 of the O.D.A. Act, 1982, shall be made to the Authority in Form-I appended to this order at *Annexure-A*, as "Common Application Form" accompanied by such documents as prescribed therein.

(2) After receipt of the Common Application Form, the Authority shall refer the same to the concerned Public Agencies for obtaining No Objection Certificate within seven days from date of receipt of such application by the Authority.

(3) The Authority shall fix and intimate a date and time for conduct of common inspection programme to the concerned Public Agencies, which needs to conduct field visit and inspection for giving No Objection Certificate, the date normally be ten days after receipt of Common Application by the Public Agency, but in no case it shall exceed twenty

days from such receipt. The Public Agency shall normally issue No Objection Certificate within three working days from the date of conduct of common inspection:

Provided that if any Public Agency has any objections or requires any further information then an inspection report specifying the points of objections shall be submitted to the Authority within three working days of conduct of inspection to the Authority with a copy to the applicant.

(4) On submission of information and document as required above by the applicant to the satisfaction of Public Agency under intimation to the Authority, No Objection Certificate shall be issued by the Public Agency within three working days from the date of receipt of such information and document.

(5) Permission in certain categories of building as notified by the Government, from time to time, shall require clearances from following Central Government Agencies:—

(a) Building plans, which requires approval under Environment Protection Act, 1956, shall be referred by the Authority to State Level Environment Impact Assessment Authority (SEIAA) or State Coastal Zone Management Authority(SCZMA), as the case may be, for grant of such approval and Agency empowered to give environment clearance shall finalise its recommendations, within such period as prescribed in the relevant rules/regulations / Act.

(b) Application for permission for construction of building requiring No Objection Certificate from National Monument Authority (NMA), shall be referred to Director of Culture, Odisha by the Authority, who shall conduct the enquiry as per common inspection programme fixed by the Authority and submit his views to National Monument Authority within three working days from the date of common inspection.

After receipt of such views, the NMA shall consider and issue such No Objection Certificate to the Director of Culture, who shall submit the same to the Authority within three working days from the date of receipt of such No Objection Certificate from the NMA. The process and time limit for issue of NOC as mentioned in paragraphs 2(3) & 2 (4) shall apply *mutatis* and *mutandis*.

(c) Applicants requiring No Objection Certificate from Airport Authority of India (AAI) shall apply to AAI within five days from date of submission of Common Application Form to the Authority and shall submit a copy of such application to the Authority for records and for fixing the date for inspection. Intimation to the Director of concerned Airport shall be given for their representation in common inspection

programme and the process and time limit for issue of NOC as mentioned in paragraphs 2(3) and 2 (4) shall apply *mutatis* and *mutandis*.

(d) Applicants whose projects require direct access from National Highways, shall require No Objection Certificate from the Office of the National Highways Authority of India (NHAI), under whose jurisdiction concerned part of National Highways from which direct access is sought for is covered and in such cases, a copy of common application form shall also be submitted by the applicant to the concerned office of NHAI for issuance of NOC and the process and time limit for issue of NOC as mentioned in the paragraphs 2(3) and 2(4) shall apply *mutatis* *mutandis*.

3. (1) Application for issue of occupancy certificate for Low Risk Buildings, shall be considered by the Authority as per Planning and Building Standards Regulations without reference to any Public Agency.

(2) On receipt of application in Form-II append herewith at *Annexure-B* for issue of occupancy certificate for any building other than Low Risk Building or premises in part or full, the Authority shall refer the same to such Public Agency as mentioned in this order and Order No.13115/HUD., Dated the 31st May,2016 in this regard.

(3) Every Public Agency which needs to conduct field visit and inspection for issue of NOC, shall conduct the same as part of the common inspection programme, the date of which shall be a date, which is three days after but not later than seven days of receipt of the application by the Authority.

(4) The process and time limit for issue of NOC by the Public Agency for grant of occupancy certificate as mentioned in paragraphs 2(3) and 2(4) of this order, shall apply *mutatis* *mutandis*.

This arrangement shall come into immediate effect.

By Order of the Governor

G. MATHI VATHANAN

Commissioner-cum-Secretary to Government

FORM-I**Annexure-A****Permission for Development**

<i>(Name of the Authority)</i> COMMON APPLICATION FORM	
To be filled by the applicant: Date of application _____ Address of the Project: 1. Revenue Village _____ 2. Tehsil/ULB Name _____ Location of the Project: 1. Latitude _____ 2. Longitude _____	For Office Use: 1. File No. _____ 2. Date _____ 3. Details of Payment: Amount _____ Challan No. _____ Date _____ 4. Signature of the Receiving Officer _____

PART I: GENERAL INFORMATION

(TO BE FILLED IN BY THE APPLICANT)

1.1 Details of the Applicant							
Sl. No.	Name	Postal Address	Contact No. (Mobile No.)	Email Address	Registration Number / License Number along with date of issue	Valid up to	Enclosed ID Proof
1.2 Details of the Land Owner							
Sl. No.	Name of the land Owner(s)	Relationship with Recorded Tenants (Khatadars)		Postal Address	Contact No. (Mobile No.)	Email Address	ID Proof
1.3 Details of Recorded Tenants (as per RoR)							
Sl. No.	Name of the Recorded Tenant ¹		Postal Address	Contact No.(Mobile No.)	Email Address	ID Proof	

¹If the recorded tenant is not alive then details of legal heirs should be mentioned in other columns such as : postal address, contact no. etc.

PART II –BASIC DETAILS OF THE PROJECT

Sl. No.	Parameter	Details to be given	Views of the Authorised officer ²
		TO BE FILLED IN BY THE APPLICANT	FOR OFFICE USE ONLY
2.1	Project type (New Development / Addition / Alteration / Renewal / Revalidation)		
2.2	Project Category (G to G+3, Apartment - G+4 and above, Group housing, Multi-storeyed residential/commercial/Institutional/Industrial/Public-semi-public/ others Please specify)		
2.3	Project Component (Residential/Commercial/Institutional/Industrial/Public-semi-public/Others (please specify))		
2.4	Total Area covered in all floors (in sq. meters)		
2.5	No. of Floors		
2.6	No. of dwelling units		

PART III – LAND DETAILS

3.1 Land Details											
TO BE FILLED IN BY THE APPLICANT											
Sl. No.	Mauza	Name of Revenue Village	Khata No.	Plot No.	Area (in acres / sqm)	Kisam	If mutation not done, then details of sale deed		Area under Possession (in sq. meters)	Remarks	View of the Authorised Officer ²
							Sale Deed No.	Date			

²Authorised Officer – An official of the Authority who has been authorised to check and certify such details

3.2 Whether the plot/site is part of an approved layout/Town Planning scheme / Development Schemes

TO BE FILLED IN BY THE APPLICANT

 View of the
 Authorised
 Officer²
 (FOR OFFICE USE
 ONLY)

(A) Yes or No?
(B) If yes, details thereof

(i) Date of Approval / Permission (ii) Approval / Permission No. (iii) Whether map enclosed? (yes or no)

3.3 Site Plan (to be given on revenue plan along with the layer of Development Plan) provided or not? (yes or no)
3.4 Indicate Tenancy of land (leasehold / freehold / others , please specify)
3.5 If on lease, share details of lease

(i) Name of the lessor (ii) Purpose of lease (iii) duration of lease (iv) Any other, please specify

PART IV – PLANNING DETAILS

Sl. No.	Parameters	Description (TO BE FILLED IN BY THE APPLICANT)	View of the Authorised Officer ² (FOR OFFICE USE ONLY)
4.1	Land use, applied for		
4.2	Land use, as per Development Plan		
4.3	Land use, as per Layout / Town Planning Scheme / Development Scheme		
4.4.	Permissibility of the Land use applied (Permissible / Permissible on special conditions / Not permissible)		
4.5	Dwelling Units per Acre (for projects having residential components)		
4.6	Whether, plot affected by development plan (Development plans roads and drains)?		
(a)	Yes or No?		
(b)	If yes, whether affected portions have been surrendered to Government or Authority or Local Authority by way of gift deed? (yes or no)		
(c)	If yes, give details		
	i. Name and Details of Agency to whom the land has been surrendered		
	ii. Deed Number		
	iii. Date of execution of Deed		

PART V – BUILDING PARAMETERS

Sl. No.	Category	As per norms	Proposal	As per Approved plan (applicable for addition / alteration / renewal cases only)	View of the Authorised Officer ²
		TO BE FILLED IN BY THE APPLICANT			FOR OFFICE USE ONLY
5.1	Basement, if any				
5.2	Stilt / Ground floor				
5.3	1st floor				
5.4	2nd floor				
5.5	3rd floor				
5.6	4th floor				
5.7	Multi-storeyed (no. of storeys)				
5.8	Society Room				
5.9	Set backs				
	Front				
	Rear				
	Side 1				
	Side 2				
5.10	FAR				
5.11	Parking (in sq.mt.)				
5.12	Height (in mt.)				
5.13	No. of staircases				
5.14	Distance from farthest point of corridor to staircase				
5.15	Minimum height of floors				
5.16	Light and Ventilation shaft				
5.17	Courtyard size and area (in sq. meter)				
5.18	Approach gradient to basement/stilt				
5.19	Minimum opening area of window, door and ventilator for lighting/ventilation (in sq. meter)				
5.20	No. of lifts				
5.21	No. of Recharging pits/Size of pits				
5.22	No. of Gates and size				

PART VI – OTHER PLANS RELATED TO BUILDING PLAN

Sl. No.	Parameters	Whether given in the Building Plan or not? (yes or no)	View of the Authorised Officer ²
		TO BE FILLED IN BY THE APPLICANT	FOR OFFICE USE ONLY
6.1	All floor plans		
6.2	Elevations		
6.3	Area Statement		
6.4	Structural Plan		
6.5	Foundation Plan		
6.6	Septic Tank and Soak pit location		
6.7	Groundwater recharging point		
6.8	Drain Section		
6.9	Water Safety Provisions		
6.10	Fire Safety Provision Plan		
6.11	Plumbing Plan		
6.12	Electric Supply Plan		
6.13	Schedule of Doors, Windows and Openings		
6.14	Minimum distance between blocks / buildings		
6.15	Any other provisions, specify		

PART VII – UTILITIES

7.1 Roads/pathway		View of the Authorised Officer ²	7.2 Drainage		View of the Authorised Officer ²	
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	
7.1.1 Width of internal roads proposed / category/hierarchy (in metre)			7.2.1 Width of internal drains (in metre)			
7.1.2 Internal roads	Length (in metres)		7.2.2 Length of internal drains (in metres)			
	Area (in sq.mt.)					
7.1.3 Internal pathways (in metres)	Length (in metres)		7.2.3 Location of drain system and drain outfall (please show in site plan drawing)			
	Width (in metres)					
	Area (in sq.mt.)					
7.3 Water supply		View of the Authorised Officer ²	7.4 Sewerage		View of the Authorised Officer ²	
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	
7.3.1 Water consumption demand per day requirement @ 135 LPCD			7.4.1 Total quantity of waste water generated (in MLD)			
7.3.2 Drinking Water facility (whether Municipal/public water supply is available) – (Yes/No)			7.4.2 On-site treatment (Septic tank/soak-pit) (yes or no)			
			If yes, Size of septic tank/soak pit (length X breadth, Area in sq. meter)			
			7.4.3 STP provided (Yes/No)			
			If yes, Capacity of STP (in MLD)			
7.3.3 Groundwater extraction to be done on site (Yes/No)			7.4.5 Treated Sewerage disposal outfall point (show in drawing-site plan)			

7.5 Electricity		View of the Authorised Officer ²	7.6 Solid Waste Management		View of the Authorised Officer ²
TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY	TO BE FILLED IN BY THE APPLICANT		FOR OFFICE USE ONLY
7.5.1 Total electricity consumption proposed (in KV)			7.6.1 Total solid waste generation (in Quintals/day)		
7.7 Proposed Open spaces area (in sq.meters)			7.6.2 Solid waste disposal location (show in drawing-site plan)		
			7.6.3 Provision for Composting (Yes/No)		

PART VIII – EXTERNAL INFRASTRUCTURE PROVISIONS

8.1 Connecting Road		TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer ² (FOR OFFICE USE ONLY)
8.1.1 Present Status			
(a) Whether connectivity to the site is through an existing road ? (yes or no)			
(b) If yes, Width of access road to site (in feet)		Minimum	
		Maximum	
(c) Whether connected to existing CDP Road (yes or no)			
(d) Nature of existing road (kutchha / Murrom / Metalled / Blacktop / Concrete)			
(e) Status of existing approach road (public / private / others, please specify)			
8.1.2 Proposed Improvements			
(a) Widening of the Road			
(b) Upgradation of the nature of the road			
(c) Enclosed detailed drawings for proposed improvements (yes or no)			
8.1.3 Whether site located at or near road junction?			
(a) Yes or No.			
(b) If yes, distance from junction (in meters)			

8.2 Drainage		TO BE FILLED IN BY THE APPLICANT		View of the Authorised Officer² (FOR OFFICE USE ONLY)
8.2.1 Present Status Major drainage channel if any (<i>show location on map</i>)				
(a) Whether, road side public drain exists? (<i>yes or no</i>)				
(b) If yes, give details	Width and depth of the drain (<i>in meters</i>)	Width		
		Depth		
	Nature of the drain (<i>earthen / masonry / concrete</i>)			
	Whether, connected to any public drainage network for outfall? (<i>yes or no</i>)			
Whether, map indicating the road side drain and its alignment and connection with public drain network submitted or not? (<i>yes or no</i>)				
(c) If no, give details	Distance from nearest drain, which is connected to public drainage network for outfall (<i>in meters</i>)			
	Feasibility to connect (<i>yes or no</i>)			
8.2.2 Proposed Drainage Plan				
(a) Improvement of the existing drains	Widening and Deepening of the drain (<i>yes or no</i>)			
	Upgradation of nature of the drain (<i>indicate the type of upgradation</i>)			
(b) Construction of New Drain for	Length (<i>in meters</i>)			

connection	Width <i>(in meters)</i>				
	Depth <i>(in meters)</i>				
	Nature <i>(earthen / masonry / concrete, any other, please specify)</i>				
(c) Whether, drainage plan along with drawings submitted? <i>(yes or no)</i>					
8.2.3 Whether site is in low lying area and subjected to water logging?					
(a) Yes or No.					
(b) If yes, details thereof					
(c) Whether plan for measures mitigating water logging submitted or not? <i>(yes or no)</i>					
8.3 Water supply	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer ² (FOR OFFICE USE ONLY)	8.4 Sewerage	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer ² (FOR OFFICE USE ONLY)
8.3.1 Whether source of public water supply available at site or not? <i>(yes or no)</i>			8.4.1 Whether, site connected to public Sewerage network (Yes/No)		
8.3.2 If yes, provide details	Type <i>(municipal / rural)</i>		8.4.2 if yes, provide details of the accessible sewerage drain	Type of Drain <i>(earthen / masonry concrete)</i>	
	Revenue Village			Size of Drain <i>(Width X Depth) in meters</i>	
	Accessible distance from site			Accessible distance from site	
8.3.3 If no, plans for water supply at site <i>(groundwater / new supply line from distant public source)</i>			8.4.3 If no, described method of disposal of sewerage waste.		

8.3.4 In case of new pipe line or groundwater coverage, estimates, drawings and layout plans submitted as a part of building plan or not? (yes or no)			8.4.4 Whether, drawing and layout plans depicting the sewerage disposal methodology has been provided or not? (yes or no)		
8.5 Electricity	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer² (FOR OFFICE USE ONLY)	8.6 Solid Waste Management	TO BE FILLED IN BY THE APPLICANT	View of the Authorised Officer² (FOR OFFICE USE ONLY)
8.5.1 Presence of grid station / electricity distribution line for drawing electricity to the site (Yes/No)			8.6.1 Whether primary transfer station for solid waste available in vicinity to site or not? (yes or no)		
8.5.2 if yes, location and type of grid station (<i>show location on map</i>) and distance (in Kms.)	Location		8.6.2 If yes, provide details Location of primary transfer station (<i>show location on map/distance in metres</i>)	Location	
	Capacity (in KV)			Distance (in meters)	
8.5.3 if no, what is the plan for drawing electricity to site?			8.6.3 If no, what is the plan for solid waste management?		

8.5.4 In case of requirement of new electric supply line or grid station; whether estimates, drawings and layout plans submitted as a part of building plan or not? (yes or no)			8.6.4 In case of requirement of new primary transfer station; whether estimates, drawings and layout plans submitted as a part of building plan or not? (yes or no)		
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PART IX – SPECIAL PROVISIONS

9.1 Rainwater harvesting	To be filled in by the Applicant	View of the Authorised Officer² (FOR OFFICE USE ONLY)
9.1.1 Whether, the plot area is 300 square meters or above? (yes or no)		
9.1.2 if yes, whether provision for rainwater harvesting has been provided in the building plan or not? (yes or no)		
9.1.3 If yes, please provide the details below (a) No of recharge pits/recharge wells/surface reservoirs on site (b) Size of recharge pits/recharge wells/surface reservoirs on site (c) Quantity of water percolation (d) Detailed Schematic plan and drawing provided in building plan (yes or no)		
9.2 Green Building certification (provide details of certification and rating)		
9.2.1 Whether Green Building certification being proposed or not (yes or no)		
9.2.2 if yes, give details a. Protocol being proposed (GRIHA / LEED / IGBC / Any other, please specify) b. Rating being proposed under the above protocol c. Details of the consultant engaged for the purpose		
9.3 Solar Water heating system		
9.3.1 Whether, the plinth area of proposed building having 200 square meter or more (yes or no)		

9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq. meter)		
b. No. of panels provided		
c. Capacity (in litres per day)		
9.4 Off Grid / Grid connected Solar Roof top System		
9.4.1 Whether, the plinth area of proposed building is more than 300 square meter (yes or no)		
9.3.2 If yes, provide details		
a. Roof area covered by solar panels (in sq. meter)		
b. No. of panels provided		
c. Amount of electricity production per day in KW.		
9.5 Affordable Housing Provisions – To be filled up in cases of residential projects on plot sizes of more than 2000 sq. meters		
9.5.1 Total Built up area of the project in square meters		
9.5.2 EWS Housing		
a. Mandatory provisions of reservation for EWS @ 10% of Built up Area		
b. No. of EWS Units Proposed		
c. Built up area under EWS (in sq. meter)		
d. Built up area under EWS (in percentage)		
9.5.2 LIG Housing		
a. No. of LIG Units Proposed		
b. Built up area under LIG (in sq. meter)		
c. Built up area under LIG (in percentage)		
I hereby declare that the above mandatory EWS and LIG housing is proposed within the site premises and part of the building structure submitted for approval to the Authority. (Tick the box for undertaking.)	<input type="checkbox"/>	
9.6 Any other (provide details)		

PART X – SPECIAL CLEARANCES

10.1 Security Clearance		To be filled in by the Applicant	View of the Authorised Officer ² (FOR OFFICE USE ONLY)
10.1.1	Whether the Project is within 200 meters of notified Strategic Building (Yes/No)		
10.1.2	If yes, (a) Name of the Strategic Building (b) Distance from the Strategic Building		
10.2 Archaeological Survey of India (ASI) Clearance			
10.2.1	Whether the project is located within 300 meter of National Protected Monument (Yes/No)		
10.2.2	If yes, (a) Name of the Monument (b) Distance in meters		
10.3 National Highway Authority (NHA) Clearance			
10.3.1	Whether the project requires direct access from NH maintained by NHA (Yes/No)		
10.3.2	If yes, name and no. of the National Highway		
10.4 Airport Authority of India Clearance			
10.4.1	Whether height of the proposed building is 30 meter and above (Yes/No)		
10.4.2	If Yes, Give height of the building in meters from Mean Sea Level (MSL)		

10.5 Environmental Clearance			
10.5.1	Whether the Project requires Environmental Clearance as per detailed Notification of MoE&F, Government of India (Yes/No)		
10.5.2	If yes, (a) Parameter for Clearance (b) Total built up area		

PART XI - CHECKLIST OF DOCUMENTS TO BE ATTACHED

Description of the Documents	To be filled in by the Applicant	View of the Authorised Officer² (FOR OFFICE USE ONLY)
11.1 Application form duly filled in and signed		
11.2 Scrutiny fee challan copy		
11.3 Self-signed Xerox copies of ownership documents		
11.4 Copy of Certificate of registration of Architect/Engineers/Builder-Developer		
11.5 Four copies of plan giving details as prescribed in the application form		
11.6 Affidavit in original in prescribed format		
11.7 Two photographs of the site		
11.8 Any other enclosure as per specific requirement of the case		

PART XII – DECLARATION

<input type="checkbox"/>	<p style="margin: 0;">I hereby acknowledge and declare that the above information is true to the best of my knowledge and submitted in accordance with the Development Plan and Building Control Regulations related with Central and State Government and its subsequent amendments. (Tick in the box on the left column)</p>			
	Name & Designation	Signature/Digital Signature	Date	Place
Owners				
Authorised Person				

PART XIII –FOR OFFICIAL USE ONLY

Details of the Authorised Officers	Name	Designation	Signature	Date	Remarks, if any
Application Receiving Officer					
Land Details and Documentation Verification Officer					
Engineering Officer					
Planning Officer					
Approving Officer					

FORM-II
Application for Occupancy Certificate

By Speed Post

File No.Development Authority

Application No:

(to be generated by CSC)

A. Applicant Particulars

1.Circle No:	
2.Name of the Applicant	
3.Father's /Husband Name	
4. Postal Address of the applicant	
5.Contact	

B. Building details

Book No. & Sl. No.	
Name of the applicant	
Site address	
Permit No:	
File No.	
No. of floors permitted	
No. of floors constructed	
Total Built up area constructed in sq.mt.	
Building completion certificate issued by the Licensed Engineer /Architect	Yes/No
Photographs of building enclosed	Yes/No
Copy of sanctioned plan enclosed	Yes/No
Address for correspondence with phone No:	

Applicant Undertaking

I hereby declare that all the information mentioned above is true to my Knowledge. In case of any discrepancies if arises I will be held responsible .Hence I request you to Issue Occupancy Certificate.

Date :

Applicant's Signature:

List of Enclosure

1. Building completion certificate
2. Photograph of building
3. Sanctioned plan
4. Compliance Certificate to special condition while sanctioning building plan.

Office Use Only

I have verified that the enclosure and the application qualify for further processing.

.....Authority